

This is a RED Stamp

ROCKY FLATS PLANT

Manual No.:

2-11000-ER-ADM

(previously 3-21000-ADM)

**EMD ADMINISTRATIVE
PROCEDURES MANUAL**

Procedure No.:

Table of Contents, Rev 12

Page:

1 of 5

Effective Date:

05/18/93

CATEGORY 1

Organization:

Environmental Management

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FOR
ENVIRONMENTAL MANAGEMENT DEPARTMENT
ADMINISTRATIVE PROCEDURES MANUAL**

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01.01	ER Organization		
02.01	Training	0	06/19/92
DCN 93.01	Provide Consistency	0	01/05/93
02.02	Personnel Qualifications	0	08/15/91
02.03	Qualification of Audit Personnel		
03.03	Risk Assessment		
03.04	Control of QAA Development	0	09/23/91
04.01	Procurement Document Control	0	04/08/92
05.01	Procedure Development	0	08/02/91
05.02	Development and Control of ARARs		
05.03	RFI/RI Work Plan Development	0	08/15/91
05.04	QAA Development		
05.05	Document Review	0	08/02/91
05.06	QAPM/PCC Procedure Review		

ADMIN RECORD

**DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991**

A-SW-000610

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<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
05.07	Preparation of Procedure Change Notices	1	09/23/91
DCN 92.01	Revision to DCN Expiration Date	1	09/08/92
DCN 93.01	Procedure Consistency	1	01/25/93
05.08	Forms Control	0	09/23/91
05.11	Preparation of Instructions	0	04/08/92
06.01	Document Control	0	08/02/91
*DCN 93.01	Add Distribution of Working Copies	0	05/18/93
07.01	Control of Purchased Items and Services		
08.01	Control and Identification of Items, Samples, and Data	0	04/08/92
10.01	Inspections	0	04/08/92
DCN 92.01	Revision to Inspection Reporting Format	0	12/08/92
DCN 93.01	Checklist Approval Revision, Section 5.1.12	0	01/07/93
12.01	Control of Measuring and Test Equipment	0	04/08/92
13.01	Handling, Shipping and Storage		
15.01	Control of Nonconforming Items and Activities	1	10/12/92
16.01	Corrective Action	0	04/08/92
17.01	Quality Assurance Records Management	0	02/28/92
DCN 93.01	Record Transmittal Form Modification	0	03/08/93
17.02	Administrative Records Screening and Processing	0	12/07/92

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18.01	Audits		
18.02	Surveillance Activities	1	04/08/92
18.03	Readiness Review	0	08/02/91
20.01	Invoice Management		
AQD.01	Response Plan for Denver Metro Air Pollution Episodes		
AQD.02	Monthly Environmental Monitoring Report		
AQD.04	Radiation Dose Assessment to the Public from Routine Operations		
AQD.05	General Emergency Response		
AQD.06	EIS/ODIS Report		
AQD.08	Preparation of EPA Form R	1	10/10/91
SWD.01	Monthly Discharge Monitoring Reports for NPDES		
SWD.02	Implementation of the Control and Disposition of Incidental Waters		
SWD.20	Monitoring Audits		
NEPA.01	NEPA M&I Design Review		
NEPA.02	NEPA Compliance Committee		
NEPA.03	Completing a Checklist		
NEPA.04	ADM Development		
NEPA.05	ADM Review		

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NEPA.06	Preparing Recommendations to DOE, RFO		
NEPA.07	Drafting Categorical Exclusions for DOE, RFO		
NEPA.08	Environmental Assessment Process		
NEPA.09	Preparation of an Environmental Assessment		
NEPA.10	Preparation of a Mitigation Plan		
NEPA.11	NEPA Records Maintenance		
RPD.01	Work Plan/Sampling Plan - When EPA Approval not Required		
RPD.02	Work Plan/Sampling Plan - When EPA Approval Required		
RPD.03	Documents to be Submitted to the Administrative Record		
RPD.04	How to Prepare Statements of Work		
RPD.05	Preparing, Processing and Classification of Documents to be Distributed to Outside Agencies		
RPD.06	Preparation of Closure Plans		
RPD.07	Preparation of Technical Evaluations		
RPD.08	How to Establish ARARs		
RPD.10	How to Prepare and Process Milestones		
RPD.11	Tracking Costs and Schedules		

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<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
RPD.12	Processing Procurement Documents		
RPD.13	Uniform Requirements for Submission of Plans and Documents by Contractors		
RPD.14	Coordination of Activities with Field Project Management (FPM) and Field Engineering (FE)		
RPD.15	Checklist for the Startup of New Projects		
RPD.16	Standardized Contractor Cost Reporting		
RPD.17	QA Guidelines for Treatability Studies		
RPD.18	QA Guidelines for Health and Safety Treatability Studies		
RPD.19	Cost Guidelines for Submission of Cost Evaluations and Technical Evaluation		
RPD.20	Checklist for Preparing Project Management Plans		

This is a
CONTROLLED DOCUMENT ENVIRONMENTAL MANAGEMENT
 EG&G - ROCKY FLATS PLANT
 ENVIRONMENTAL MANAGEMENT
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DOCUMENT CHANGE NOTICE (DCN)

Procedure Number 2-11000-ER-ADM 06.01, RO
 (previously 3-21000-ADM)

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Title Document Control	Date 5.18.93 <i>SRD</i>	DCN Number 93.01 (93.02) <i>SRD</i> <i>SRD</i>
Expires 5.18.94 <i>SRD</i>	Procedure Revision Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	5.17.93
Scope Limitation None		

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for Additional Space)
1	2	3.0	Add the definition for Working Copy: A current, active, and approved controlled document which is used to perform work and document work activities.
2	7	5.3.11	Add a new section entitled "Distribution of Working Copies" as follows: Upon receipt of a request for a working copy of a controlled document, the DCSA shall: 1. Enter the request in the Working Copy Log to verify distribution. 2. Verify accurate document status and ensure all changes are present. 3. Reproduce working copy documents on white paper. 4. Stamp the cover (title) page in red with the Working Copy stamp and complete the stamp with the expiration date, initials, and date issued. 5. Complete the Working Copy Log to include the expiration date. 6. Transmit the working copy to the requestor. * * * * * CONTINUED * * * * *

Justification (Reason for Change – Provide Numbers To Reference Corresponding Items Above)

- 1, 2 – To provide a mechanism for ensuring that field activities are performed to current procedures.

DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991

Concurrence	Organization	Req	Date	Concurrence	Organization	Req	Date
<i>[Signature]</i>	QAPM	X	5/6/93	<i>M.C. Brown</i>	User	X	5-6-93
				<i>E.R. Dugman</i>	User	X	5.06.93
Approval of Responsible Manager <i>[Signature]</i>		Date 5-6-93		Is Posting Req'd? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, By What Date? Upon approval	
						Date Posted	

DOCUMENT CHANGE NOTICE (DCN)
(continuation sheet)

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DCN Number

Procedure Number 2-11000-ER-ADM 06.01, RO		Title	
Scope Limitation <u>N/A</u>			
Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for Additional Space)
2	7	5.3.11	<p>Upon receipt of a new revision, or notification that a DCN has been issued or has expired, the DCSA shall notify the working copy holder of the change in document status and arrange for immediate distribution.</p> <p>The expiration date of the working copy may be extended by contacting the DCSA for approval to do so. Such extensions shall be documented in two ways:</p> <ol style="list-style-type: none">1. The copy holder shall line through the expiration date on the working copy, adding the new expiration date, initials, and date of extension.2. The DCSA shall validate the extension by lining through the expiration date on the Working Copy Log, adding the new expiration date, initials, and date of extension.
Justification (Reason for Change – Provide Numbers To Reference Corresponding Items Above)			

Environmental Management Administrative Procedures Manual



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